



GSFIC

CAREER OPPORTUNITY

Administrative Assistant (Receptionist) (Administration)

**** This position is being re-advertised, those who have applied and/or interviewed your resume is still in consideration, no need to re-apply. ****

OUR MISSION... *Building Georgia's future by providing financial and construction management with the highest level of customer service, integrity, fairness and efficiency.*

The Georgia State Financing and Investment Commission (GSFIC) is responsible for the issuance and oversight of all public debt by the State, performs all services relating to the issuance, investment, and accounting of proceeds from general obligation debt, and acquires and assists in the construction of projects for state agencies and authorities financed through such debt.

Job Information

Job Type: Full Time

Number of Vacancies: 1

Hiring Salary Range: - \$30,100.00 - \$33,850.00

Location: Atlanta, GA

Opens: April 24, 2015

Closes: May 7, 2015

(Must be received by 5 p.m.)

To obtain the detailed job description or applicants who require accommodations for the application process should contact

404-463-5664 or e-mail

hr-email@spo.ga.gov

GSFIC will attempt to meet reasonable accommodation requests whenever possible.

INTERESTED? Here's What You Need:

Email **resume** in Microsoft Word/PDF format to hr-email@spo.ga.gov

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email:

Administrative Assistant (Receptionist)



Website: www.gsfic.ga.gov

Position Overview

Duties: Under general supervision, serves as the initial point of contact for visitors to the office and callers on the telephone and provides administrative support to the Administration Department. Duties include responding to all forms of inquiries from the general public and assisting the Executive Assistant in performance of administrative functions including, but not limited to, general filing, copying, typing correspondence, mail services and courier operations and other general administrative tasks.

Minimum Qualifications:

High school diploma or GED and three (3) years of experience in performing clerical tasks.

Preferred Qualifications:

Preference will be given to applicants who, in addition to meeting the Minimum Qualifications, possess the following:

- Two (2) years of receptionist experience.
- Experience with MS Office Software (Word, Outlook, Excel and PowerPoint).

Competencies: Strong verbal and customer service skills; ability to collect and organize information; ability to plan and prioritize work. Ability to initiate, compose and accurately type correspondence and administrative documents. Must be a team player with initiative and flexibility. Proficient in the use of Microsoft office. The work requires ability to use and maintain directories, lists and other manuals. Must be able to lift (20-50+ lbs.) in regular intervals during the course of the day.

Working Conditions: The work is typically performed in an office environment. Frequent sitting for long periods of time, walking and lifting.

If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. GSFIC will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.



GSFIC is an Equal Opportunity Employer and does not discriminate on the basis of color, race, national origin, age, sex, religion or disability.